

5 FAM 1340 PHOTOCOPIERS

5 FAM 1341 A/IM/IS/OIS/PS CONTROLS ALL LARGE VOLUME COPIERS

(TL:IM-18; 9-15-95)

The Publishing Services Division (A/IM/IS/OIS/PS) controls all large volume, self-service copiers, including those located in bureaus. Any copier that produces more than 60,000 copies a month is considered large volume and subject to PS's control. PS controls large volume copier usage by issuing magnetic coded cards which track the machine's use. Each month any bureau with a large volume copier receives a bill for the copies made by that bureau during the preceding month.

5 FAM 1342 PROCEDURES FOR ACQUIRING PHOTOCOPIERS

(TL:IM-18; 9-15-95)

Any Department office or bureau requiring a photocopier must submit Form DS-1863 (see 5 FAM 1342 Exhibit 1342), Request For Acquisition Of Photocopier, to the Publishing Services Division (A/IM/IS/OIS/PS). The mailing address is U.S. Department of State, Publishing Services Division, Room 1853, Washington, D.C. 20520-1853. PS's telephone number is (202) 647-1632. Copies of this form are available from PS.

5 FAM 1342.1 Acquiring Copiers Through A/IM/IS/OIS/PS

(TL:IM-18; 9-15-95)

- a. If an office's copying requirements are over 60,000 copies a month (as dictated on Form DS-1863), PS supplies a large volume copier and maintains control over it (see 5 FAM 1341). For copying requirements of up to 60,000 copies a month PS can provide a suitable copier and supplies for a monthly fee to cover costs. The fee consists of a minimum monthly charge for up to a certain number of copies or a charge per copy

when the total number of copies in a month exceeds the minimum number. The Working Capital Fund Price Schedule will publish a list of current fees for all models of copiers acquired.

- b. Bureaus receiving photocopiers through PS shall utilize the copiers for two years or be responsible for all minimum volume charges until the copiers are placed elsewhere.

5 FAM 1342.2 Acquiring Copiers Through Other Vendors


(TL:IM-18; 9-15-95)

A bureau or office can purchase or rent a copier from other sources than the vendors recommended by PS. However, all Department offices must still obtain PS's approval via Form DS-1863 and provide a copy to the Office of Acquisition A/OPR/ACQ. ACQ will only process requests that have PS's approval. Under this option, the office obtains a copier directly from a vendor on a current GSA schedule. Maintenance, supplies, and other services then become the office's responsibility.



5 FAM 1342 EXHIBIT 1342

FORM DS-1863

 U.S. DEPARTMENT OF STATE REQUEST FOR ACQUISITION OF PHOTOCOPIER		
PART 1 - TO BE COMPLETED BY THE REQUESTING OFFICE		
TO: DS/IM/IS/OIS/PS	FROM (Office symbol, room number, building):	DATE
1. MAKE AND MODEL OF PHOTOCOPIER TO BE REPLACED (If none, enter "None")	2. AVERAGE NUMBER OF COPIES PRODUCED PER MONTH (Actual or best estimate)	3. NUMBER OF ORIGINALS IN AN AVERAGE JOB (Use percentage) 1 to 10 _____ % Over 10 _____ %
4. SIZE OF ORIGINALS (Check one or more) <input type="checkbox"/> 5-1/2" x 8-1/2" <input type="checkbox"/> 8-1/2" x 14" <input type="checkbox"/> Other _____ x <input type="checkbox"/> 8-1/2" x 11" <input type="checkbox"/> 11" x 17"		
5. TYPES OF ORIGINALS <input type="checkbox"/> Typed Sheets <input type="checkbox"/> Drawings <input type="checkbox"/> Ledger Sheets <input type="checkbox"/> Photos (Black & White Only) <input type="checkbox"/> Invoices and Statements (NCR Paper) <input type="checkbox"/> Colored Maps, Charts & Photos <input type="checkbox"/> Artwork/Newspaper Clippings <input type="checkbox"/> Other _____		6. SPECIAL FEATURES USED <input type="checkbox"/> Two Sided Originals <input type="checkbox"/> Covers <input type="checkbox"/> Two Sided Copying <input type="checkbox"/> Multi-page sets <input type="checkbox"/> Reduction <input type="checkbox"/> Transparencies <input type="checkbox"/> Enlargement <input type="checkbox"/> Other _____
7. SPECIAL REQUIREMENTS <input type="checkbox"/> Space limitation <input type="checkbox"/> Unusual operating hours, including weekends <input type="checkbox"/> Need for prompt maintenance after regular work day		
8. OTHER OFFICES THAT WILL USE THE PHOTOCOPIER		9. NAME OF KEY OPERATOR
10. COMMENTS		
11. ACQUISITION OPTIONS (Check one) <input type="checkbox"/> This office agrees to participate in the Department's centralized program in which OIS/PS agrees to provide a copier that satisfies our stated copying requirements, to furnish supplies, and to pay for all maintenance. We in turn agree to pay a monthly fee to cover costs. The fee will be 4.5¢ a copy or a minimum monthly charge, after monthly min. 0225. We also agree to report to OIS/PS each month the number of copies made and information on service calls. <input type="checkbox"/> This office prefers to acquire its own copier by purchase or lease. Under this arrangement we will be responsible for obtaining one of the copiers recommended by OIS/PS, purchasing supplies, and paying for maintenance.		
12. NAME AND TITLE OF REQUESTER		
PART 2 - TO BE COMPLETED BY OIS/PS		
TO:	FROM: DS/IM/IS/OIS/PS	DATE
<input type="checkbox"/> The data provided does not support the need for a photocopier. We recommend you use the self-service copier located at _____ <input type="checkbox"/> Based on the data provided, we recommend the purchase or rental of one of the following photocopiers: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> MAKE AND MODEL PURCHASE PRICE + MONTHLY MAINTENANCE OR MONTHLY RENTAL FEE </div>		
NAME AND TITLE		

FORM 7-90 DS-1863

SEE PROCEDURES ON REVERSE

PROCEDURE FOR ACQUIRING PHOTOCOPIERS

For requirements up to 60,000 copies a month, bureaus may obtain a photocopier by submitting this form to A/IM/IS/OIS/PS. Copies of the form are available from OIS/PS, room 1758.

- a. Based on the bureau's copying requirements, as stated in the form, A/IM/IS/OIS/PS may provide a suitable copier and supplies for a monthly fee to cover costs. The fee will be 4.5¢ a copy or a minimum monthly charge, after monthly min .0225.
- b. Alternatively, the bureau has the option of purchasing or renting a copier of its choice from among the vendors recommended by A/IM/IS/OIS/PS or other sources. The Procurement Division (STP/P) has been requested to process only those requests with a DS/IM/IS/OIS/PS concurrence. Under this option, the bureau obtains the copier directly from a vendor, Maintenance, supplies, and other services then become the bureau's responsibility.